

Process Name: Payroll		Process Identifier: PY	
Sub-Process Name: Manual Checks		Sub-Process Identifier: PY-11	
Sub-Process Purpose and Objectives: Prepare manual paychecks for employees when direct deposits reject.			
Sub-Process Description: This sub-process begins when the bank notifies the State that a direct deposit has rejected. At that time, a manual check is prepared and forwarded to the agency for distribution to the employee. The agency also determines the cause of the error and payroll corrects the employee's records in SEIS. Payroll enters the check information into the ARP system.			
Sub-Process Trigger(s): <ul style="list-style-type: none"> Rejected direct deposit 		Key Sub-Process Participants: <ul style="list-style-type: none"> Agencies Employee Payroll 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Rejected direct deposit	Manual notification	Less than 50 per pay period	Bank/Treasury
Check information	Online	Less than 50 per pay period	Payroll
Correcting employee data	Online	Less than 50 per pay period	Agencies
Outputs:			
Output	Format	Volume/Time	Recipients
Check	Paper	Less than 50 per pay period	Employee
Updated employee records	Database	Less than 50 per pay period	
Performance Measures Tracked:			
Measure	Approx. Value	Target Value	
Laws, Regulations, and Policies That Govern Sub-Process:			
Current Sub-Process Issues/Problems:			

Process Name: Payroll		Process Identifier: PY	
Sub-Process Name: Manual Checks		Sub-Process Identifier: PY-11	
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Automate the production of manual checks			
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		See PY-1	
ARP			

